



## What is an “Amendment”?

Amendments are needed when a proposed development will not comply with one or more of the plans (Land Use Bylaw, Statutory Plans, Non-Statutory Plans). In some cases it may be necessary to amend more than one plan for a project as all plans must be consistent with each other.



# MORE HELP...

Further assistance is available from:

Planning and Development Department  
Town of Sundre  
717 Main Avenue West  
Sundre, AB T0M 1X0

Phone: 403.638.3551

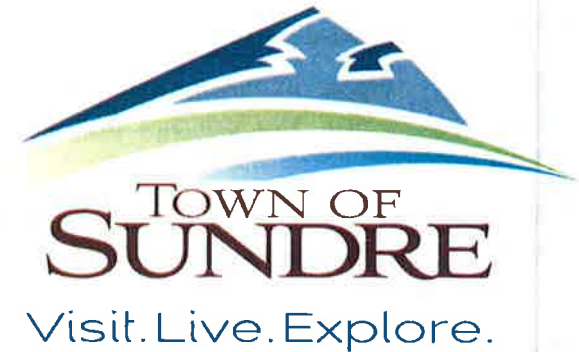
Fax: 403.638.2100

Website: [www.sundre.com](http://www.sundre.com)

This brochure is for information purposes only and is intended to assist applicants. It is neither an authoritative nor complete statement of law and is not legally binding. Further reference to the Intermunicipal Development Plan, Municipal Development Plan, Area Structure Plans and/or Area Redevelopment Plans, Redesignation, Town of Sundre Land Use Bylaw 705, and/or planning documents is necessary to ensure compliance with their provisions.

**Note:** When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application (s), and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact our office.

September 2012



## AMENDMENTS

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## General Information:

Amendments can be made to

- The Land Use Bylaw;
- Statutory Plans including the Municipal Development Plan, Area Structure Plans and Area Redevelopment Plans; and
- Non-Statutory Documents including the Growth Strategy, Outline Plans and Concept Plans

## Application:

The application form must be completed in full and submitted along with the supporting information and a processing fee as established by the Town of Sundre Council. We may require more detailed information and studies, at your cost, depending upon the size, complexity and potential impacts of your proposed development.



## Next Steps:

Once your application is submitted, the Planning and Development Department will review the application and supporting documents and determine if there is sufficient information. If the information is insufficient, the Planning & Development Department will request the necessary documents to make the application complete. A list of requirements is available on the back of the application form.

The completed application will be circulated to various Town departments and outside agencies for comment as well as adjacent property owners.

Amendments are decided by Council, and in considering an application for an amendment, Council may

- refer the application for further information
- pass first reading to an amendment
- defeat first reading
- pass first reading with alternative amendments

Following first reading of an amendment

- Council shall establish the date, time and place for a public hearing on the proposed amendment
- Planning & Development must then give notice of the public hearing

In the public hearing, Council

- must hear any person, group of persons, or person representing them, who claims to be affected by the proposed amendment
- may hear any other person who wishes to make representations

After considering the representations made during the public hearing, Council may

- pass the second and third readings, effectively passing the amendment
- refer it for further information
- defeat second and third readings, effectively defeating the amendment
- make any changes to the amendment it considers necessary and process to pass it without further advertisement or hearing



## Application Fees:

Fees vary according to the type of development being proposed. Please contact Planning & Development or check the Town of Sundre website ([www.sundre.com](http://www.sundre.com)) for the fee that is applicable to your proposal.

## Advice:

**We strongly advise you to discuss your proposal with the Planning & Development Department as soon as possible. We can provide early guidance, describe the process, and ensure you are heading in the right direction.**